

**MILPITAS SPORTS CENTER OUTDOOR FIELD GENERAL RENTAL INFORMATION**  
**1325 East Calaveras Boulevard, Milpitas, CA 95035 (408) 586-3225**

The Milpitas Sports Center provides support for the rental of several outdoor sports facilities during non-operational hours (see list and map of outdoor fields). Fields are available for public and private rental in accordance with all Field Use and Sports Facility Rules and Regulations as approved by the Milpitas City Council on 07-06-04. Applications for rental must be submitted and completed by individuals 18 years and older. All park rules and regulations will apply to any use or rental of an outside facility. Applications are accepted in person at the Milpitas Sports Center, 1325 E. Calaveras Blvd., Monday-Thursday 6am-9pm, Friday 6am-5pm only. No phone, mail or fax reservations are accepted.

**Residents** may submit applications for dates no less than 10 business days and no more than 90 days prior to date of use request. **Non-residents** may submit application for dates no less than 10 business days and no more than 60 days prior to date of use request. No blanket permitting is allowed. A maximum of three dates per individual application will be accepted. No application should be considered approved until all fees are paid and a Recreation Services representative issues a Facility Use permit. City of Milpitas has limited rental availability due to scheduled and authorized user resident youth sports groups. Insurance may be required depending on the nature of the application. Please note that should lights be requested a two-hour minimum staff charge would apply in addition to hourly field rental fees. Permits will be cancelled due to inclement or unsafe field conditions. Refunds or credits will be issued should rental be cancelled due to weather or unsafe field conditions. Electronic scoreboards are not available for rental use and not included in rental. Recreation services will determine appropriate staffing, security and/or facility attendants based on the size and nature of application event request.

Reservations require a completed Facility Use Application, applicable attendant fees, refundable damage deposit and a non-refundable application fee. The deposit is refundable after the use date and will be returned the permitted party by a City check, within approximately thirty (30) days, unless damages, additional maintenance or services are assessed. **All fees must be paid in the form of a cashier's check, money order, cash or VISA/MC/DISCOVER.** Cashier's checks or money orders must be payable to: CITY OF MILPITAS. No personal checks will be accepted. Final rental fees are due 30 days prior to the rental date and must be paid in person.

**RESIDENTS:** Resident applicants must submit applications in person (applications will not be accepted from anyone other than the applicant). When submitting an application and when paying final rental fees, **residents must provide two (2) forms of proof of residency - a valid California driver's license showing your Milpitas address and one (1) of the following: a current phone bill or a Milpitas water bill, current bank statement or imprinted check verifying a Milpitas resident address.**

**Please note:**      **Additional insurance and fees may apply depending on the type of function.**  
                         **All permits requiring insurance will be assessed a \$15 processing fee.**

**MILPITAS SPORTS CENTER FIELD AND SPORTS RENTAL FEE SCHEDULE**

<b><u>FACILITY TYPE</u></b>	<b><u>RESIDENTS</u></b>	<b><u>NON-RESIDENTS</u></b>
Reservations Accepted	3 months proposed date	2 mos. to proposed date
Rental Deposits*	\$250.00	\$350.00
Application Fee* ( <i>non-refundable</i> )	\$15.00	\$15.00
Attendant Fee	\$15.00/hr	\$30.00/hr
<b>FEES (2 hour minimum rental)</b>		
Softball / Baseball no lights	\$4.00/hr	\$20./hr
Softball / Baseball w/ lights*	\$9.00/hr	\$30./hr
Soccer /Football no lights	\$20.00	\$50.00
Soccer /Football w/ lights*	\$30.00	\$75.00
Tennis Courts	\$3.75/court hr	\$8.00/court/hr
Attendant Fee*	\$15/hr.	\$30/hr.

\*Attendant staffing, security will be based on Recreation Services determination of size, nature and history or rental application. Insurance may be required depending on nature of event application.

For further information regarding rental policies, please refer to the Facility Use Rules & Regulations. Should you have any questions, please contact the Milpitas Sports Center office at (408) 586-3225.

### **CANCELLATION POLICY**

Facility cancellation of the Milpitas Sports Center must be done in writing on forms provided by the City. Forms may be obtained at the Milpitas Sports Center, 1325 E. Calaveras Blvd., or by calling (408) 586-3225. Cancellation forms will be accepted in person only. No mail, facsimile or phone cancellations will be accepted. Please note: All facility application cancellations will forfeit the \$15 application fee and insurance processing fee if applicable.

- Full refund of deposit will be granted provided a cancellation is made within 30 days of deposit.
- If a cancellation is made when more than 30 days has elapsed since the date of deposit, the deposit will be refunded minus the minimum hours rental fee for the facility or field.
- If deposit is paid with less than 30 days remaining until the proposed use date, should cancellation occur, the deposit will be refunded minus the minimum rental fee for the facility or field.
- Should the City cancel the permit or use a full refund will be issued.
- Approved field use permits that cannot be held due to inclement weather may be issued a credit toward a rescheduled reservation or a credit minus the \$15 non-refundable application fee.

<b>Milpitas Sports Field Directory</b>	Softball Field	Softball W/ Lights	Baseball Field	Baseball W/ Lights	Soccer Field	Soccer W/ Lights	Football W/ Lights	Tennis Courts w/Lights	Restrooms
1. Milpitas Sports Center			X	X			X		X
2. Cardoza Park		X							X
3. Gill Park		X						3	X
4. Hall Park						X		4	X
5. Dixon Landing Park	X		X					3	X
6. Pinewood Park								4	X
7. Murphy Park					X				X
8. Yellowstone Park								4	
9. Rancho Middle School / Sinnott Lower Field		X							X
10. Russell Middle School / Bobby Sox Field	X								X

